



TOGETHER FORWARD
@Work

INCLUSION CODE OF CONDUCT

[Company name] is dedicated to creating an inclusive work environment for everyone. We embrace and celebrate the unique experiences, perspectives and cultural backgrounds that each employee brings to our workplace. [Company name] strives to foster an environment where our employees feel respected, valued and empowered, and our team members are at the forefront in helping us promote and sustain an inclusive workplace.

[Company name] is committed to taking the following actions in support of an inclusive workplace:

- Provide ongoing education and training to all employees on diversity, equity and inclusion topics.
- Support the creation and operation of a diversity, equity and inclusion council comprising employees from all levels of the company.
- Provide all employees with a safe avenue to voice concerns regarding diversity, equity and inclusion in our workplace.
- Support flexible work arrangements that accommodate the different needs of all employees.
- Conduct periodic employee surveys and focus groups to identify the areas where our company supports inclusive practices, as well as where there is room for growth.

Would you like to adapt this code of conduct for your business?

[Click here for the sample policy.](#)

➤ CODE OF CONDUCT

All [Company name] employees are also expected to support an inclusive workplace by adhering to the following conduct standards:

- Treat others with dignity and respect at all times.
- Address and report inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive or unwelcome.
- Foster teamwork and employee participation, encouraging the representation of different employee perspectives.
- Seek out insights from employees with different experiences, perspectives and backgrounds.
- Avoid slang or idioms that might not translate across cultures.
- Support flexible work arrangements for co-workers with different needs, abilities and/or obligations.
- Confront the decisions or behaviors of others that are based on conscious or unconscious biases.
- Be open-minded and listen when given constructive feedback regarding others' perception of your conduct.

[Company name] will not tolerate discrimination, harassment or any behavior or language that is abusive, offensive or unwelcome.

➤ VIOLATIONS

Employees are expected to report incidents that violate this code of conduct by contacting a manager or human resources or by [using the anonymous ethics hotline or other anonymous reporting system].

Employees who violate [Company name]'s code of conduct expectations will face disciplinary action. Possible consequences include additional training, verbal and written warnings, suspension and termination of employment.